

NEIGHBORHOOD TRAFFIC CALMING PROGRAM (NTCP) GERMANTOWN, TENNESSEE

INTRODUCTION

Application

This policy applies to minor, residential streets as defined in the Subdivision Regulations. Collector and arterial streets and streets that are located in commercial zoning districts will not be considered for physical traffic calming measures under this policy. However, collector, arterial and commercial area streets will be eligible for education and enforcement traffic calming measures, as well as lane striping, bike lanes and similar measures.

DEFINITIONS

Minor residential street: streets used primarily for access to residential properties and typically having 50 feet or less of right-of-way.

Primary emergency access route: a street frequently used by emergency vehicles (fire, police, EMS) for access to other streets and neighborhoods. Arterial and collector streets typically fall in this category.

Homeowner's group: a group representing at least 10 percent of the property owners along a street.

PROCESS

Projects that are being considered for the NTCP must follow the procedure that is outlined below. A flowchart summarizing this procedure is provided in Appendix A. It is estimated that Steps 1 through 6 will take between 11 and 14 months to complete. Installation of the traffic calming measures will depend on the type of measure and its placement in the Capital Improvement Program budget).

Step 1: Request Traffic Calming

A homeowner's association or homeowner's group must submit a written request for traffic calming on a specific street segment or segments to the Department of Economic and Community Development (ECD). The request must identify the perceived traffic problem and must include contact information for a representative (the requester) of the association/group. Individual citizens are not eligible to initiate projects for the NTCP.

Step 2: Conduct Petition

Upon receipt of the written request, ECD staff will define the petition area. The petition area will typically include the following:

- Properties along the street that is being considered for traffic calming measures;
- Properties along streets where access is substantially dependent upon the street that is proposed to be calmed;
- Properties along any street that is expected to receive significant increases, as determined by ECD staff, in traffic volumes or types as a result of the traffic calming installation;

Economic and Community Development (ECD) staff will prepare a petition packet that includes the petition form, a copy of the NTCP policy, a map of the study area, the names and addresses of the property owners within the petition area, and an explanation of the NTCP procedures. The petition packet will be given to the requester, who will be responsible for conducting the petition. Prior to conducting the petition, the traffic calming request and petition must be presented at a neighborhood meeting that is publicized by the City of Germantown in a manner that is consistent with Germantown's standard procedures. ECD staff will attend the meeting to present the traffic calming request, identify the study area, and to explain the NTCP procedures. After the meeting, the requester must obtain supporting signatures, or "yes" votes, that represent a majority of the households within the petition area. Missing signatures will be counted as "no" votes. The requester will have 90 calendar days after the date of the neighborhood meeting to submit the petition results to the ECD. If the petition is successful, then the proposed project will proceed to Step 3. If the petition fails, or if the petition is not returned by the petition deadline, then the project is terminated, and the neighborhood will be ineligible to submit another request for traffic calming for a period of one year.

Step 3: Evaluate Problems and Identify Possible Solutions

ECD staff will evaluate the project to determine the need for traffic calming measures. This evaluation will typically include a site visit and the collection of data, such as traffic volumes and traffic speeds. In order for a project to be considered for traffic calming measures, the following criteria must generally be met:

- The Average Daily Traffic (ADT) volume is greater than or equal to 500 vehicles per day.
- The 85th percentile speed is at least 7 mph faster than the posted speed limit.
- The posted speed limit is 35 mph or less.
- The street is a through street.
- The maximum grade on the section of roadway that is being considered for traffic calming measures does not exceed eight (8) percent.
- The combination of horizontal and vertical curves along the roadway is not such that would result in inadequate stopping sight distance for motorists as they encounter the traffic calming devices.
- The street is not a transit route or a primary emergency access route.

In evaluating the data against the criteria, EDC staff may give greater weight to some criteria over others, depending on the unique situation of each street. If ECD staff determines that the street segment does not have a traffic volume or a traffic speed problem, then the project will be terminated. The project will be ineligible for the NTCP for a period of two years unless ECD staffs determine that changing conditions have resulted in a traffic volume or speeding problem.

If ECD staff determines that a street segment has a traffic volume or a traffic speed problem, but the above criteria are not met, then ECD staff will work with the Germantown Police Department and the neighborhood association/group to address the problem with education and enforcement efforts. However, the street will not be considered for other traffic calming measures at this time. Also, the project will be ineligible for the NTCP for a period of two years unless ECD staff determines that changing conditions during this time have resulted in a traffic volume or speeding problem.

If ECD staff determines that a street segment has a traffic volume or a traffic speed problem, and if the above criteria are met, then the project will be included in the NTCP. ECD staff will

identify feasible and appropriate traffic calming solutions to address the identified traffic problem. ECD staff will then attend a publicized, neighborhood meeting to present the results of the analyses and the identified solutions. Based on comments received at the meeting, engineering staff will revise the solutions as appropriate. The project will then proceed to Step 4.

Step 4: Conduct Education and Enforcement Efforts

All projects in the NTCP will begin with education and enforcement efforts, which will involve the coordinated efforts of ECD staff, the Germantown Police Department, and the neighborhood association/group. The neighborhood association/group must actively participate in this process in order for the project to continue in the NTCP. The active participation may consist of neighborhood newsletters, e-mails, association meetings and similar efforts. Education and enforcement efforts will be applied for a period of not less than three months and not more than six months. If ECD staff determines that these efforts have not sufficiently addressed the identified problem, then the project will proceed to Step 5.

If ECD staff determines that the education and enforcement efforts have addressed the identified problem, then the project will be considered complete. ECD staff will continue to monitor the project for a period of one year. If the identified problem returns during this time, then the requester will be notified, and the project will proceed to Step 5. If the identified problem does not develop during this one-year period, then the project will be considered complete. If the identified problem returns after this one-year period, or if a new traffic volume or traffic speeding problem develops after this one-year period, the homeowner's association/group must return to Step 1 in order to be considered for the NTCP again.

Step 5: Develop Construction Documents

Based on the feasible and appropriate solutions identified by ECD staff during Step 3, ECD staff will develop a complete set of construction documents for the proposed traffic calming measures. The construction documents will be referred to the Technical Advisory Committee (TAC) for review.

Step 6: Prioritize the Project

Projects that reach Step 5 will be prioritized by ECD staff based on a variety of factors, such as traffic speeds, traffic volumes, and implementation costs. At present, the Capital Improvement Program (CIP) and Neighborhood Planning Initiative (NPI) are the available means for Germantown to fund the project. ECD staff will notify the requester of the project's status at this time. This prioritization will be used by ECD staff to develop construction schedules for the projects.

Step 7: Install the Proposed Traffic Calming Measures

Projects will be implemented according to priority and the availability of funding. Projects that have the highest priority will be implemented first. If sufficient funding is not available for the highest priority project, then the highest priority project that can be implemented with the amount of funding that is available will be implemented first. A lower-priority project can be implemented ahead of schedule if the neighborhood association/group elects to pay 100 percent of the implementation costs and as long as doing so does not affect the construction schedules of higher-priority projects. Implementation of a project will not occur until all associated maintenance/landscape/payment agreements have been finalized. Installation of the traffic calming measures will be performed by City crews or by a contractor that is selected by the City.

Step 8: Monitor the Effectiveness of the Traffic Calming Measures

Approximately three months after the proposed traffic calming devices have been installed; ECD staff will evaluate the project to determine if the traffic calming devices have sufficiently addressed the traffic problem identified during Step 3. If the traffic problem has been resolved, then the project will be considered complete. If the traffic problem has not been resolved, then ECD staff will consider other solutions that were identified during Step 3. If an alternate solution is selected by ECD staff, then the project will return to Step 5, but with a higher priority than other, more recent projects. If ECD staff determines that there are no feasible alternatives, then the project will be terminated and will not be considered for inclusion in the NTCP again unless changing conditions have resulted in a feasible alternative. If this is the case, it will be the responsibility of the neighborhood association/group to submit another written request for traffic calming to the ECD, and the entire NTCP process must be repeated.

MODIFICATION OR REMOVAL OF A TRAFFIC CALMING DEVICE**Process**

If ECD staff determines that a traffic calming device should be modified or removed due to public health/safety reasons, then ECD staff, with assistance from the Public Services Department, shall modify or remove the device. If the neighborhood association/group wishes to remove or significantly alter a traffic calming device, then the neighborhood must conduct the same petitioning process outlined in Step 2. If the petition supporting the removal/modification is successful, then the neighborhood must pay for the costs that are associated with the removal/modification. A traffic calming device will not be removed until all payment agreements have been finalized. If the removal/modification is initiated by the neighborhood association/group, then the neighborhood will be ineligible to participate in the NTCP for a period of five years, unless conditions warrant otherwise.

APPENDIX A **PROCEDURAL FLOW CHART FOR THE** **DRAFT NEIGHBORHOOD TRAFFIC CALMING PROGRAM (NTCP)** **GERMANTOWN, TENNESSEE**

